



Phone Button Template Configuration

Cisco CallManager includes several default phone button templates. When adding phones, you can assign one of these templates to the phones or create a new template.

Creating and using templates provides a fast way to assign a common button configuration to a large number of phones. For example, if users in your company do not use the conference feature, you can create a template that reassigns this button to a different feature, such as speed dial.

Make sure that all phones have at least one line assigned. Normally, this is button 1. You can assign additional lines to a phone, depending on the Cisco IP Phone model. Phones also generally have several features, such as speed dial and call forward, that are assigned to the remaining buttons.

The following sections provide details about using and working with the phone button templates:

- [Updating Device Defaults, page 6-1](#)
- [Finding a Phone Button Template, page 47-2](#)
- [Adding Phone Button Templates, page 47-4](#)
- [Phone Button Configuration Settings, page 47-5](#)
- [Modifying Phone Button Templates, page 47-5](#)
- [Phone Button Templates, *Cisco CallManager System Guide*](#)
- [Phone Configuration Checklist, *Cisco CallManager System Guide*](#)

Finding a Phone Button Template

Because you might have several phone button templates in your network, Cisco CallManager Administration lets you locate specific phone button templates on the basis of specific criteria. Use the following procedure to locate phone button templates.

**Note**

During your work in a browser session, Cisco CallManager Administration retains your phone button template search preferences. If you navigate to other menu items and return to this menu item, Cisco CallManager Administration retains your phone button template search preferences until you modify your search or close the browser.

Procedure

Step 1 Choose **Device > Device Settings > Phone Button Template**.

The Find and List Phone Button Templates window displays. Use the two drop-down list boxes to search for a phone button template.

Step 2 From the first Find phone button templates where drop-down list box, choose one of the following criteria:

- begins with
- contains
- ends with
- is exactly

From the second Find phone button templates where drop-down list box, choose one of the following criteria:

- Both
- Standard
- Non-Standard

Step 3 Specify the appropriate search text, if applicable, and click **Find**. You can also specify how many items per page to display.

**Tip**

To find all phone button templates that are registered in the database, click **Find** without entering any search text.

A list of discovered phone button templates displays by

- Phone Button Template icon
- Phone Button Template Name

**Note**

You can delete multiple phone button templates from the Find and List Phone Button Templates window by checking the check boxes next to the appropriate phone button templates and clicking **Delete Selected**. You can delete all phone button templates in the window by checking the check box in the Matching records title bar and clicking **Delete Selected**. Only phone button templates that display a check box in the left column can be deleted. All other phone button templates are standard, read-only templates

Step 4 From the list of records, click the Phone Button Template icon or name or the Description that matches your search criteria.

The window displays the phone button template that you choose.

Related Topics

- [Updating Device Defaults, page 6-1](#)
- [Adding Phone Button Templates, page 47-4](#)
- [Phone Button Configuration Settings, page 47-5](#)
- [Modifying Phone Button Templates, page 47-5](#)
- [Phone Button Templates, Cisco CallManager System Guide](#)
- [Phone Configuration Checklist, Cisco CallManager System Guide](#)

Adding Phone Button Templates

Cisco CallManager includes default templates for each Cisco IP Phone model. When adding phones, you can assign one of these templates to the phone or create a template of your own.

Before You Begin

If you are creating a custom phone button template, refer to the guidelines for creating new phone button templates. See the “[Guidelines for Customizing Phone Button Templates](#)” section in the *Cisco CallManager System Guide*.

Procedure

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- Step 1** Choose **Device > Device Settings > Phone Button Template**.
- The Find and List Phone Button Templates window displays.
- Step 2** In the upper, right corner of the window, click the **Add a New Phone Button Template** link.
- The Phone Button Template Configuration window displays.
- Step 3** From the Phone Button Template drop-down list box, choose a template and click **Copy** to create a new template.
- The new template exactly duplicates the existing template. You must assign a new name for the new template. Update this new template if you want it to differ from the original.
- Step 4** Update the appropriate settings as described in [Table 47-1](#).
- Step 5** Click **Insert** to add the new template.
- Step 6** Click the **View Button Layout** link to verify the button layout.
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Related Topics

- [Finding a Phone Button Template, page 47-2](#)
- [Modifying Phone Button Templates, page 47-5](#)

- [Guidelines for Customizing Phone Button Templates](#), *Cisco CallManager System Guide*
- [Phone Configuration Checklist](#), *Cisco CallManager System Guide*

Phone Button Configuration Settings

Table 47-1 describes the phone button configuration settings.

Table 47-1 Phone Button Configuration Settings

Field	Description
Button Template Name	Enter a unique name that Cisco CallManager uses to identify the template.
Feature	Choose the function of the phone button that you want to specify in the template. Note You cannot change the function of buttons in default phone button templates.
Label	Enter a description of the button.

Related Topics

- [Updating Device Defaults](#), page 6-1
- [Finding a Phone Button Template](#), page 47-2
- [Adding Phone Button Templates](#), page 47-4
- [Modifying Phone Button Templates](#), page 47-5
- [Phone Button Templates](#), *Cisco CallManager System Guide*
- [Phone Configuration Checklist](#), *Cisco CallManager System Guide*

Modifying Phone Button Templates

You can make changes to the custom templates that you created, and you can change the labels of the default phone button templates. You cannot change the function of the buttons in the default templates.

Use the following procedures to rename existing templates, update custom templates to add or remove features, lines, or speed dials, and to delete templates that are no longer being used.

If you create a template for a phone (Cisco IP Phone Model 7960), you can change the default template for that phone during auto-registration. See the [“Updating Device Defaults”](#) section on page 6-1.

Related Topics

- [Finding a Phone Button Template, page 47-2](#)
- [Renaming a Phone Button Template, page 47-6](#)
- [Deleting a Phone Button Template, page 47-7](#)
- [Updating a Phone Button Template, page 47-8](#)

Renaming a Phone Button Template

Use this procedure to rename a phone button template. Renaming a template does not affect the phones that use that template. All Cisco IP Phones that use this template continue to use this template after it is renamed.

Procedure

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- Step 1** Find the phone button template by using the procedure in the [“Finding a Phone Button Template”](#) section on page 47-2.
- Step 2** From the list of matching records, choose the phone button template that you want to rename.



Note You can rename only phone button templates that display a check box in the left column. All other phone button templates are standard, read-only templates.

The Phone Button Template Configuration page displays.

- Step 3** In the Button Template Name field, enter the new name.

Step 4 Click **Update**.

The template redisplay with the new name.

Related Topics

- [Finding a Phone Button Template, page 47-2](#)
- [Adding Phone Button Templates, page 47-4](#)
- [Deleting a Phone Button Template, page 47-7](#)
- [Updating a Phone Button Template, page 47-8](#)
- [Guidelines for Customizing Phone Button Templates, Cisco CallManager System Guide](#)
- [Phone Configuration Checklist, Cisco CallManager System Guide](#)

Deleting a Phone Button Template

Use this procedure to delete a phone button template.

Before You Begin

You can delete phone templates that are not currently assigned to any phone in your system. You cannot delete a template that is assigned to one or more devices or device profiles or the default template for a model (which is specified in the Device Defaults Configuration window).

To find out which devices are using the phone button template, click the **Dependency Records** link from the Phone Button Template Configuration window. For more information about dependency records, see the [“Accessing Dependency Records” section on page A-1](#). If you try to delete a phone button template that is in use, Cisco CallManager displays an error message. Before deleting a phone button template that is currently in use, you must perform either or both of the following tasks:

- Assign a different phone button template to any devices that are using the phone button template that you want to delete. See the [“Updating a Phone” section on page 45-10](#).
- Delete the devices that are using the phone button template that you want to delete. See the [“Deleting a Phone” section on page 45-11](#).

Procedure

- Step 1** Find the phone button template by using the procedure in the “[Finding a Phone Button Template](#)” section on page 47-2.
- Step 2** From the list of matching records, choose the phone button template that you want to delete.



Note You can delete only phone button templates that display a check box in the left column. All other phone button templates are standard, read-only templates.

The Phone Button Template Configuration page displays.

- Step 3** Click **Delete**.
- A message verifies that you want to delete the template.
- Step 4** Click **OK** to delete the template.
- A message verifies that the template was deleted.
- Step 5** Click **OK** to continue.
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Related Topics

- [Finding a Phone Button Template, page 47-2](#)
- [Adding Phone Button Templates, page 47-4](#)
- [Updating a Phone Button Template, page 47-8](#)
- [Renaming a Phone Button Template, page 47-6](#)

Updating a Phone Button Template

You can update a custom phone button template to add or remove features, add or remove lines and speed dials, or assign features, lines, and speed dials to different buttons on the phone. You can change the button labels in the default phone button

templates, but you cannot change the function of the buttons in the default templates. If you update a phone template, be sure to inform affected users of the changes.

Follow these instructions to update a phone button template.

**Note**

When you update a template, the change affects all phones that use the template.

Procedure

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- Step 1** Find the phone button template by using the procedure in the [“Finding a Phone Button Template”](#) section on page 47-2.
- Step 2** From the list of matching records, choose the phone button template that you want to update.

**Note**

You can update only phone button templates that display a check box in the left column. All other phone button templates are standard, read-only templates.

The Phone Button Template Configuration page displays.

- Step 3** Update the appropriate settings as described in [Table 47-1](#).
- Step 4** Click **Update**.

The template displays with the changes that are assigned to it.

**Note**

After updating the template, you must restart devices that are using the template.

- Step 5** Click **Restart Devices** to apply the updated phone button template.
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Related Topics

- [Finding a Phone Button Template, page 47-2](#)
- [Adding Phone Button Templates, page 47-4](#)

- [Deleting a Phone Button Template, page 47-7](#)
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